

**SALESPERSON LICENSE APPLICATION INSTRUCTIONS**

RE 202A (Rev. 1/02)

Telephone: (916) 227-0904

**CONGRATULATIONS, you have passed your real estate license examination.****GENERAL INFORMATION**

- ✓ Use these instructions to complete the enclosed Salesperson License Application (RE 202).
- ✓ **TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK.**  
*Note: Penciled applications and photocopies are not acceptable.*
- ✓ All applicants for a real estate salesperson, broker, or officer license, must submit proof that they are legally present in the United States. A proof of legal presence document (i.e., birth certificate, resident alien card, etc.) **and** a State Public Benefits Statement (RE 205) must be submitted before a license will be issued. Please refer to that form for further instructions.
- ✓ You may check to verify that your license has been issued by accessing the Department's Web site at: <http://www.dre.ca.gov>. Normal application processing time is two to four weeks, assuming there are no application deficiencies. Your license will not be issued until a report from the Department of Justice is received stating that there is no criminal history or disclosing the existence of criminal history information. If prior criminal information is disclosed in the report, further inquiry may be required before your license is issued.
- ✓ Please note, passing scores will not be released.

**EDUCATION REQUIREMENTS**

All salesperson license applicants are required to submit evidence (official transcripts) of completion of two additional college-level 3 semester-unit or 4 quarter-unit courses in specified areas either before or within 18 months of the issuance of their original license. (Section 10153.4(a) Business and Professions (B&P) Code.) The additional courses may be selected from the following:

Real Estate Practice	Real Estate Finance
Legal Aspects of Real Estate	Real Estate Appraisal
Escrows	Property Management
Business Law	Real Estate Economics
General Accounting	Real Estate Office Adm.
Mortgage Loan Brokering & Lending	
Computer Applications in Real Estate	

The courses must be completed through a regionally accredited college or university or an approved DRE private course sponsor.

Applicants who do not submit proof of successfully completing these courses either before or at the time they submit their original license application will be issued an 18-month conditional license. If this education requirement is not met within the 18-month period, your license will be automatically suspended.

**COMPLETION INSTRUCTIONS****Part A**

Verify your name and address in Part A.

- **Do not write or cross-out any information in Part A.**
- If your name as it appears in Part A is incorrect or has been

changed, complete item #1 in Part B. You must use your legal name. Provide documentation (i.e., copy of your drivers license, marriage certificate, etc.) for any name change or discrepancy between your legal name and the name you used in applying for the examination or the name on your transcripts.

- If your mailing address as it appears in Part A is incorrect or has been changed, complete items #2a–2e in Part B. *Note: Your mailing address will be a public record which will be available through telephone or Internet inquiry.*

**Part B****Item #      Item Instructions**

- 1 Complete item #1 *only* if your name, in Part A, is incorrect or has been changed. Enter the corrected or new name as it should appear on your license.
- 2 Complete item #2a–2e *only* if your address, in Part A, is incorrect or has been changed. This address (i.e., P.O. Box, residence or business address) will be used to mail your license and all correspondence from DRE. **Note:** The mailing address that you provide is public information and will be made available to the public. Please consider this when identifying a mailing address.
- 3 Mark the appropriate answer to this question. If you are not a resident of California, submit a notarized Consent to Service (RE 234).
- 4 Check “no mailings” box, if desired.
- 5 All applicants are required to include their social security number on their application. See Privacy Notice on reverse side.
- 6 Enter the month, day and year of your birth.
- 7–8 Enter your residence and business telephone numbers.
- 9a Mark the appropriate answer to this question. If YES is marked, complete items #9b–9e. **Note:** You are not eligible for an original license if you held a license that expired less than two years ago.
- 10 Mark the appropriate statement concerning “working status.”
- 11–17 Must be completed by the Sponsoring Broker or Licensed Officer *only* if you will be performing work in real estate for which a Real Estate License is required. **Note:** Only the sponsoring broker's or licensed officer's signature is acceptable. Signatures of office managers, other salespersons, secretaries or non-licensed officers are not acceptable, and submission of such will delay the issuance of the license.
- 17 If a corporation is entered on line #14, the licensed officer should enter his/her printed name and sign on behalf of the corporation.
- 18–27 **ALL** questions on page 2 must be answered and a full explanation must be provided if questions 24–26 are answered YES. Insufficient or no explanations will result in a significant delay in processing your license.
- 28 Read the Salesperson Certification and sign on line 28.

## FINGERPRINT INFORMATION

One set of classifiable electronic fingerprints is required from every real estate license applicant unless the applicant held a California real estate license which expired during the past two years. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program which involves the electronic taking and transmission of fingerprints to DOJ. This process is completed by a live scan service provider as noted below.

### **Completion & Submission of Live Scan Service Request (RE 237)**

Complete the Live Scan Service Request according to instructions on the form. The electronic fingerprint service provider will complete the last part of the form.

After you have your fingerprints taken by the live scan service provider, a completed copy of RE 237 must be submitted with your completed original license application and the appropriate license fee.

### **Fees**

Effective July 1, 2001, original license applicants who reside in California will pay a \$56 fingerprint processing directly to the live scan fingerprint service provider. A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary slightly depending on the live scan provider you choose.

### **Fingerprint Services (Contact the facility for fees and hours)**

A list of local law enforcement agencies that provide electronic fingerprint services was provided to you at the time you completed your examination. Please note that the hours of operation for each provider may vary and it is recommended that you contact the provider ahead of time to determine if an appointment is necessary. You may obtain an additional list by calling the Sacramento Office of the Department of Real Estate at (916) 227-0931, or by checking the Web site of the California Department of Justice at <http://caag.state.ca.us/fingerprints/publications/contact.pdf>.

Sylvan/Identix Fingerprint Centers also provide live scan fingerprint services at over twenty locations throughout California. You may call 1-800-315-4507, Monday–Friday, 8:00 A.M. to 5:00 P.M., to schedule an appointment.

### **Out-of-State Applicants**

Applicants who reside outside California must submit two sets of fingerprints in ink using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). Two cards will be provided to out-of-state license applicants with the original license application. The \$56 fingerprint processing fee should be submitted with the completed fingerprint cards, original license application, and license fee.

## PRIVACY NOTICE

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.* Inquiries should be directed to:

Department of Real Estate  
Managing Deputy Commissioner IV, Licensing  
2201 Broadway, Sacramento, CA 95818  
Telephone: (916) 227-0931

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, added by Statutes 1986, Chapter 1361, Section 1, requires each Real

Estate licensee to provide to the Department of Real Estate his or her Social Security number which will be furnished to the Franchise Tax Board. Failure to provide this information is subject to the penalty provided in Revenue & Tax Code, Section 19276. Your Social Security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided processing may be delayed. In addition, the Commissioner may suspend or revoke a li-

## FEES & MAILING INFORMATION

**Fees** — Refer to Exam & Licensing Fees (RE 206) for current fees. Please keep in mind that fees are subject to change. All fees are nonrefundable per Business and Professions Code §10207.

**Acceptable payment methods** — Cashiers' check, money order, check or credit card (MasterCard or Visa)

- Make check or money order payable to:

### **Department of Real Estate**

- Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

**Mail to:** Department of Real Estate  
P.O. Box 187002  
Sacramento, CA 95818-7002

## GENERAL INFORMATION

**Filing period** — To avoid forfeiture of your right to apply for a license, your application, fingerprints, and license fee must be received within one year from the date you successfully completed your examination. (Section 10201.6 of the B&P Code.)

**Continuing education** — Generally all real estate licensees are required to attend 45 clock-hours of continuing education courses as a prerequisite for license renewal. The one exception is that salespersons renewing for the first time are only required to complete a three-hour course in **ethics**, a three-hour course in **agency**, a three-hour course in **fair housing**, and a three-hour course in **trust fund handling** pursuant to Section 10170.5 B&P Code. Generally, licensees have two years from their license expiration date to renew on a late basis.

**Conditional licenses** — Licensees who obtain a conditional license pursuant to Section 10153.4 of the Code, and do not satisfy their conditional license course requirements before the four year license expiration date, are not entitled to renew the license on a late basis after the expiration date of the license, and would be required to requalify for the license through the examination process.

## NOTICE OF APPEAL PROCESS

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 980 9th Street, Suite 2450, Sacramento CA 95814-2719, pursuant to Section 7600 et seq. of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application.

cense, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).